

Gloucester City Council

Benefits, Investigations and Welfare Rights

Herbert Warehouse, The Docks, Gloucester GL1 2EQ

Advice Line 01452 396483, Welfare Rights 01452 396979, Benefit Fraud Hotline 0800 731 7111
Customer Services Appointments 01452 396407, Minicom: (01452) 396161

Email: benefits@gloucester.gov.uk Website: www.gloucester.gov.uk

Housing and Council Tax Benefit Changes Form for Customers in receipt of benefit.

- Only fill in this form if you have a change in your circumstances
- Please fill in the form in black ink
- Your housing and/or council tax benefit has been worked out using the information given on the application form and any other proof that has been supplied.
- After your benefit has been worked out, these original details may change and may affect the amount of benefit being paid.
- If you tell us of a change after one calendar month which would result in you getting more benefit, we will only action the change from the Monday after you tell us, which means you lose out on benefit
- If the change means we have overpaid you, then we will normally backdate the change to the Monday after it happened, resulting in an overpayment.
- You must tell us straight away if anything changes, and supply proof of these changes. Please use this form to tell us about the changes. The change may mean that less or more benefit will be paid. If you tell us straight away, you may reduce any overpaid benefit.
- If you have any doubts at all, just fill in the form and bring / send it back immediately.

These are some examples of the changes that you must tell us about:



Accommodation Details

- if rent changes
- if you move to another property, or if you move to another room in the same house – **You will need to fill in an additional form and provide evidence**
- if any services supplied change



Household Details

- if someone comes to live with you / or leaves your household
- if someone else starts / finishes work or their income changes



Income/ Savings

- if you or your partner start work
- if you or your partner are awarded any benefit, e.g. Jobseeker's Allowance (JSA) (Contribution Based) / Attendance Allowance / Disability Living Allowance / Working Tax Credit / Child Tax Credit / Pension Credit / Employment & Support Allowance (ESA) / Incapacity Benefit
- if you or your partner's Income Support / ESA / JSA (Income Based) stops or starts
- if you or your partner have an increase or decrease in pension / earnings / other income
- if your or your partner's amount of savings increase or decrease (if above £6,000)

